



Vehicle & Equipment Mechanic

St. Charles Park District

Contact Name: Fred Ekberg

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Closing Date:

Salary: \$53,195.00 - \$60,509.00 DOQ

Description:

Job Summary About the Role

Please apply directly on our Employment site at **www.stcparks.org/jobs**.

Performs regular preventative maintenance and mechanic repairs on vehicles, light duty and medium duty trucks, tractors, backhoes, mowers, and a variety of other miscellaneous maintenance and landscape equipment. Maintains complete and accurate maintenance records and conducts scheduled and unscheduled inspections of vehicles, power equipment and Paddlewheel Riverboats to keep safe and operational conditions at all times. Communicate daily with team members to inform of status and expected outcome on outstanding maintenance items.

Knowledge, Skills & Experience

This position is well suited for someone with a friendly and positive personality who is productive and shows initiative, is an effective written and oral communicator, is reliable and safety-minded.

Required: A Trade School degree specializing in engine and engine repair is required or one to three years in a general repair shop with the ability to handle a variety of automotive equipment repairs and maintenance experience is required. Must possess considerable knowledge of the principles and mechanics of gasoline, diesel, small engines and 2 cycle engines. Have the knowledge of occupational hazards and safety precautions of work. Ability to operate motor equipment. Have proficiency in the use of wrenches, drills, jacks and other standard tools and equipment of the trade as well as the skill in diagnosing and repairing defects in maintenance equipment. Additional experience needed in repair of all types of vehicles and equipment and skill in the use of acetylene torches and MIG-welding equipment. A valid Illinois State Driver's License is required and must obtain CDL Class A with air brakes endorsement within six months of hire. Maintain current CPR/AED/First Aid Certification or obtain certification within 30 days of hire.

Preferred: Automotive Service Excellence (ASE) certification is recommended.

Essential Functions of the Position or Role

Park District Cornerstones

- Follow all departmental safety rules that pertain to the duties performed and support all aspects of Park District's safety and risk management program.
- Work cooperatively and collaboratively with residents, colleagues, the public, PDRMA and other agencies or organizations as delegated.
- Recommends improvements and efficiencies to better accomplish individual and district goals in the best interests of the St. Charles Park District community.
- Comply with Park District policies and administrative procedures.

Responsibilities

- Repair or overhaul chassis units, including brake systems, differentials, and front and rear axles.
- Inspect, adjust, repair and overhaul, as necessary, two cycle, four cycle, gasoline and diesel engines, and their related parts, as well as cooling, fuel and exhaust systems.
- Inspect, diagnose and repair vehicle, equipment and trailer electrical systems.
- Perform engine tune-up and minor body work, tire repair and replacement.
- Responsible for supplying and maintaining personal basic mechanic tools.
- Research and order repair parts needed to service fleet vehicles and equipment keeping fleet manager aware of low stock and inventory for preventative maintenance repairs.
- Perform routine maintenance service and diagnostic repairs to Paddlewheel Riverboats.
- Ensure that all repair documentation is complete and accurately entered into maintenance system.
- Perform regular testing and inspections on fuel pumps and underground tank monitoring in absence of Fleet Manager.
- Use computers and reference manuals as resources.
- Install special equipment and attachments; the ability to acetylene torches and weld.
- Operate equipment used in repair work and motor equipment as needed or required.
- Purchase and inventory automotive and equipment supplies as directed. Inspect, adjust, repair and overhaul, as necessary, gasoline and diesel engines and related parts.
- Provide emergency field repairs on inoperable fleet vehicles and equipment.
- Work over and above required hours when necessary.
- Effectively communicate both orally and in writing.
- Perform monthly check-in with each department to verify equipment cleanliness and daily maintenance as well as identifying/resolving concerns and ensuring proper operator usage.

Administrative

- Use District purchasing system for supplies and parts necessary to perform assigned duties.
- Assist with department staff training/documentation to all full-time and seasonal staff, vehicle inspections and equipment control operating.

Marginal Functions of the Position or Role

- Assist with snow removal.
- Assist with special events.
- Assist in training co-workers in safe operations of vehicles and equipment.
- Perform all other duties as assigned.

Physical and Environmental Requirements

Please see the full job posting on our Employment Page for the full physical requirements.

Strength

Routinely push, pull and/or lift to waist up to 40 lbs and 41 to 50 lbs with assistance.

Requires a range of hearing and vision that allows the employee to safely complete the essential duties of the position with or without assistive devices, corrective lenses and/or glasses and/or a reasonable accommodation.

EEO Statement and Accommodations

The St Charles Park District is an equal opportunity employer under all state and federal laws and regulations. The job responsibilities are subject to accommodations pursuant to the Americans with Disabilities Act of 1990. If you require assistance or accommodation with the application process, please contact the Business Department at 630-584-1055.